
EFFECTIVE

January 1, 2017.

Subject(s)

1. Organizational changes for SIGMA and PACAP.
2. Discriminatory harassment.
3. Jury duty - witness fees.
4. Miscellaneous.

**1) Organizational
Changes for
SIGMA and PACAP****APO-130, Quarterly Organizational Changes**

The development and implementation of the new statewide financial and time tracking system (SIGMA), which will replace MAIN and DCDS systems, requires a static department wide organization chart.

The Public Assistance Cost Allocation Plan (PACAP) is the federally required method to allocate our indirect (primarily administrative costs) across the department in order to receive federal funding and confirm proper federal claims, to protect MDHHS from state or federal audit findings and requires coding of the functions of organizational units and individuals.

Departments must provide notification of the applicable organization changes, listed in this policy as changes specifically affected six workweeks prior to the end of the current quarter so they can take effect the following quarter. This policy remains in effect until otherwise notified.

Send notification and all questions related to any of these changes to MDHHS-Orgchanges@michigan.gov.

Reason: Implementation of SIGMA and PACAP.

**2) Discriminatory
Harassment****APR-211, Discriminatory Harassment**

The Michigan Department of Health Human Services (MDHHS) affirms its commitment to creating a work environment for all employees that is free from, and prohibits, all forms of discriminatory harassment.

State classified employees are protected from prohibited discrimination based on any of the following factors:

Age	Partisan Considerations
Color	Race
Disability	Religion
Height	Sex
Sexual Orientation	Weight
Marital Status	National Origin
Genetic Information	

Reason: APR-211, Discriminatory Harassment, is being added to the Administrative Policy Manual for Human Resources.

3) Jury Duty - Witness Fees

APR-428, Jury Duty - Witness Fees

The Michigan Department of Health and Human Services (MDHHS) employees selected for jury duty must obey the summons unless excused by the court. An employee called as a witness for the people to give testimony related to their regular job functions, or subpoenaed to testify for the people when it is unrelated to their employment must also obey the summons unless excused by the court.

Use the Data Collection Distribution System (DCDS) to track leave usage for jury duty.

Reason: The former DCH policy 4.2.8, Jury Duty - Witness Fees, is added to the Administrative Policy Manual.

4) Miscellaneous**APO-401, Email Management Policy**

All email messages that are created, received or stored by a government agency are the property of MDHHS; they are not the property of its employees, vendors or customers. Email accounts are provided to employees for conducting public business. Employees should have no expectation of privacy when using the agency's computer resources.

Resources

The citation for 36 CFR 1222.12 has been updated.

Reason: Incorrectly listed as CFR 1222.12.

**APL-680, HIPAA POLICIES AND PROCEDURES DEFINITION
GLOSSARY**

Update the definition for Disclose or Disclosure to the following:

The release, transfer, provision of access to, or divulging in any other manner of information outside the MDHHS' covered components. 45 C.F.R. § 164.501.

**MANUAL
MAINTENANCE
INSTRUCTIONS**

Added Items ...

[APO 130](#)

[APR 211](#)

[APR 428](#)

Changed Items ...

[APL 680](#)

[APO 401](#)